

What is the 18th MEDCOM Award Requirements for GS and KGS employees?

References: AR 672-20, Incentive Awards DA Pam 672-20, Incentive Awards Handbook
AR 690-400, TAP Evaluation System EUSA Pam 672-30, Civilian Awards Program
USFK Reg 690-1, Regulations and Procedures – Korea Nationals
18th MEDCOM Policy Memo 5-3, Civilian Awards Program

Introduction:

The purpose of this fact sheet is to aid supervisors in preparing awards, but keep in mind, this is an unofficial document. The regulations referenced above are the official guidance on completing and processing awards.

Below are a number of brief explanations of what awards are available for you to reward your employees. Following that are snapshots of the process and requirements. Last, attached are copies of the forms used.

Types of Recognition - There are three categories of recognition: monetary, honorary, and time-off. All can serve as motivation to the recipients and other employees. Effective use of awards requires consideration of the nature of the contribution and the needs and interests of the employees. For example, while it might be more appropriate to grant an honorary award to an individual for long and distinguished service, cash recognition might be considered appropriate for individual sustained superior job performance or for an individual or a group of employees who have produced an excellent product or completed a complex assignment in an outstanding way.

Special Act or Service Award-SASA

A Special Act or Service Award (SA/SA) is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.

Eligibility: All Army civilian employees paid from appropriated funds and direct hire foreign nationals are eligible for consideration.

Criteria: The act, service, or achievement by the nominee must result in either tangible or intangible benefits or both to the Government and may involve more than one employee. This award is also appropriate to recognize performance that has exceeded job requirements as a one-time occurrence, (e.g., overcoming unusual difficulties on a particular project or assignment or exemplary or courageous handling of an emergency situation related to official employment).

On the Spot Cash Award - OTS

The On-the-Spot Cash Award (OTS) is a small Special Act or Service Award (\$50 to \$500) which may be given by a supervisor for the day to day accomplishments of subordinate employees.

Eligibility: All Army civilian employees paid from appropriated funds and direct hire foreign national are eligible for consideration.

Criteria: This award may be used to recognize employees for superior accomplishments.

Time Off Award

Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. MACOMs may have set different levels of hours than the 80 listed above. The TOA may be used alone or in combination with monetary or non-monetary awards.

Eligibility: All Army civilian employees paid from appropriated funds and direct hire foreign nationals are eligible for consideration.

Criteria: Employees' contributions must directly support the Army mission or result in benefits to the Government. The extent of the employee's contribution will be considered when determining the amount of time off that is approved. Table 7-3 of AR 672-20 should be used to determine the amount of time off, if in excess of one day. If granted as a SA/SA, the DA Form 1256 will be used and if granted as a performance award, the actual appraisal form (DA Forms 7222 or 7223) will be used. The TOA may be granted in amounts up to 40 hours for a single contribution and up to 80 hours in a one-year period. It must be scheduled and used within one year of the approval date.

Performance Award

A Rating-Based Award is a monetary and/or time off award given in recognition of high-level performance for a specific rating period. There are three types of rating-based awards used: time off, performance-based cash, and Quality Step Increase (QSI). A rating-based performance cash award is a one-time lump sum cash payment. Time off awards is granted in lieu of cash awards and may not exceed 40 hours as a time off rating-based award. A QSI is an additional within-grade-increase to recognize high quality performance which merits faster than normal salary enhancements.

Eligibility: All Army civilian employees paid from appropriated funds (except Senior Executive Service employees) and direct hire foreign nationals are eligible for consideration.

Criteria: Employees with Successful Levels 1 and 2 ratings of record for the most recent rating period may be nominated for this award. Employees who exceed the minimum requirements for a Successful Level 3 rating of record are also eligible. Base system non-supervisory employees rated Level 3 may receive rating-based awards. Employees will be nominated and approved for rating-based awards using a copy of the completed appraisal form. A monetary performance award will be computed as a percentage of the employee's base pay (what the employee makes before locality pay). Generally within the same organizational element, employees with higher ratings should receive larger dollar awards than employees at the same grade level who have lesser ratings. Employees may not receive more than 40 hours as a time off performance award. The written justification (with supporting documents) supporting the annual rating serve as the basis for the rating-based award.

IMPORTANT! Please note that 18th MEDCOM Policy 5-3, Paragraph 7a, requires supervisors to establish performance plans on KGS and GS employees within 30 days of employment or new rating period. That performance plan must accompany the **Performance Award Package** for it to be processed.

AWARDS REQUIREMENTS FOR U.S. CIVILIAN EMPLOYEES

Note 1: Which Department Chief signs off on an Award Package depends on which section the employee works in.

Note 2: Ensure all four copies of the award package have the appropriate signatures before turning in to DCSRM for processing.

<u>Monetary Award</u>	<u>Initiator</u>	<u>Approval Signature</u>	<u>Department Chief</u>	<u>Final Approval Authority</u>
Quality Step Increase (QSI)	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	18 th MEDCOM Commander or 18 th MEDCOM Chief of Staff
Performance Award up to 10% of Base Pay	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	18 th MEDCOM Commander or 18 th MEDCOM Chief of Staff
Special Act or Service Award up to \$5,000	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	18 th MEDCOM Commander or 18 th MEDCOM Chief of Staff
Performance Award up to 5% of Base Pay	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	DCCS – DCN – DCA – DCSRM – Battalion Commander
Special Act or Service Award up to \$2,500	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	DCCS – DCN – DCA – DCSRM – Battalion Commander
Time Off Award up to 100 hours of base pay and \$2,500 Maximum	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	DCCS – DCN – DCA – DCSRM – Battalion Commander
KN Sustain Superior Performance Award	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	DCCS – DCN – DCA – DCSRM – Battalion Commander
<u>Honorary Award</u>	<u>Initiator</u>	<u>Approval Signature</u>	<u>Department Chief</u>	<u>Final Approval Authority</u>
Certificate of Achievement	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	DCCS – DCN – DCA – DCSRM – Battalion Commander
Achievement Medal for Civilian Service	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	Commanders, 0-5 and above
Commanders Award for Civilian Service	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	Commanders, 0-6 and above
Superior Civilian Service Award	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	Commanders, MG and Above
Meritorious Civilian Service Award	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	Secretary of the Army or MACOM Commander
Decoration for Exceptional Civilian Service	Supervisor	Section Chief	DCCS – DCN – DCA – DCSRM – Battalion Commander	Secretary of the Army

FORMS REQUIRED TO PROCESS GS AND KGS CIVILIAN AWARDS

Note: All forms can be found on the AMEDD Electronic Forms web site.

Quality Step Increase (QSI)	DA Form 1256 – INCENTIVE AWARD NOMINATION AND APPROVAL	DA Form 7222 or DA Form 7223 APPRISAL	DA Form 7223-1 or DA Form 7222-1 Performance Plan/Checklist	Award Justification Statement on Page 2 DA Form 1256	Employees Major Duties Statement on plain paper	Citation for Award on plain paper
Performance Award	DA Form 1256 – INCENTIVE AWARD NOMINATION AND APPROVAL	DA Form 7222 or DA Form 7223 APPRISAL	DA Form 7223-1 or DA Form 7222-1 Performance Plan/Checklist	Award Justification Statement on Page 2 DA Form 1256	Employees Major Duties Statement on plain paper	Citation for Award on plain paper
Special Act or Service Award	DA Form 1256 – INCENTIVE AWARD NOMINATION AND APPROVAL	N/A	N/A	Award Justification Statement on Page 2 DA Form 1256	Employees Major Duties Statement on plain paper	Citation for Award on plain paper
Time Off Award	DA Form 1256 – INCENTIVE AWARD NOMINATION AND APPROVAL	N/A	N/A	Award Justification Statement on Page 2 DA Form 1256	Employees Major Duties Statement on plain paper	Citation for Award on plain paper
KN Sustain Superior Performance Award	DA Form 1256 – INCENTIVE AWARD NOMINATION AND APPROVAL	USFK Form 155EK APPRISAL	DA Form 7223-1 or DA Form 7222-1 Performance Plan/Checklist	Award Justification Statement on Page 2 DA Form 1256	Employees Major Duties Statement on plain paper	Citation for Award on plain paper

Wondering what level of award is appropriate for an outstanding act, service or performance. See the below comparison with military awards.

Award Type	Military Equivalency	Criteria	Approval Authority
Decoration for Exceptional Civilian Service	Distinguished Service Medal	For exceptional service/achievement or heroism	Sec Army
Meritorious Civilian Service Award	Legion of Merit	For exemplary service/achievement	Sec Army or MACOM Commander
Superior Civilian Service Award	Meritorious Service Medal	For superior service/achievement	Commanders, MG and above and civilian equivalent
Commander's Award for Civilian Service	Army Commendation Medal	For service, achievement, and/or heroism	Commanders, O-6 and above and civilian equivalent
Achievement Medal for Civilian Service	Army Achievement Medal	For noteworthy service/achievement	Commanders, O-5 and above and civilian equivalent

POC for this Job Aid is:

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INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI		2. SOCIAL SECURITY NO.	3. ORGANIZATION (No abbreviations)	
4. PRESENT POSITION, TITLE, GRADE AND SALARY		5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)		
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a.	HONORARY		b.	MONETARY
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE		QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD \$
	SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD \$
	OTHER (Specify)			ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR)				TIME OFF AWARD
7. NOMINATING OFFICIAL				
a.	TYPED NAME AND TITLE	b.	SIGNATURE	c. TELEPHONE NUMBER AREA CODE ()

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)			
YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO			
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9. APPROVAL <input type="checkbox"/>	DISAPPROVAL <input type="checkbox"/>	OTHER <input type="checkbox"/>
COMPLETE FOR MONETARY AWARDS RECOMMENDED		
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS
		ESTIMATED FIRST YEAR SAVINGS \$

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form see AR 690-400; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

RATEE		RATER
ORGANIZATION		INTERMEDIATE RATER (Optional)
PAY PLAN, SERIES/GRADE	RATING PERIOD TO	SENIOR RATER
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> 1. Face-to-face counseling is mandatory for all civilians in the Base System. 2. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. 3. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> 1. Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. 2. Give the Ratee the form to review/initial. 3. If the Ratee gave written input, attach it. 4. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. 5. Give the Ratee a copy and keep the original to use for the next counseling session.
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD		CHECKLIST - LATER COUNSELING SESSIONS(S)
<p>PREPARATION</p> <ol style="list-style-type: none"> 1. Schedule the counseling session and notify the Ratee. Suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. 2. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. 3. Think how each Value and each Responsibility in Part V of the evaluation form applies. 4. Decide what you consider necessary for success in each Value/Responsibility. Be specific. 5. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> 1. Explain the rating chain and the role of each rater. 2. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. 3. Discuss tasks that require top priority effort (areas of special emphasis)--realizing this may change later. 4. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. 5. Review the Ratee's written input if he/she provides it. 6. Discuss what tasks and level of performance you expect for Success. 7. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. 8. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. 9. Ask the Ratee about career goals and training needs. 		<p>PREPARATION</p> <ol style="list-style-type: none"> 1. Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. 2. Review notes from the last session. 3. Consider whether priorities/expectations have changed. 4. For each Value/Responsibility, ask these questions: What has the Ratee done? What has gone well? Why? What could have been done better? Why? 5. Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> 1. Discuss job requirements, any areas of special emphasis and priorities that have changes or that are new. Ask the Ratee if he/she is having problems and needs your help. 2. If the Ratee gives written input, note it. 3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your view of performance if needed. The goal is to help the Ratee succeed. 4. Give examples of Excellence that occurred or could have occurred. 5. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> 1. Follow the same procedures for documenting, initialing, and dating as you did for the initial session. 2. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel for filing.

DA FORM 7223-1, MAY 93

Replaces DA Form 5397, DEC 86, which is obsolete on 31 DEC 94

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were

FOR POSITIONS WITH SUPERVISORY DUTIES:

performed under each Responsibility and apply the following performance standards which are written at the Success (*Meets*) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others to get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety, security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely/ Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL		
LATER (Optional)		
MIDPOINT		
LATER (Optional)		

**TO BE USED FOR
ESTABLISHING
GS/KGS-8 AND BELOW
PERFORMANCE PLAN**

BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE
d. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED (YYYYMMDD) FROM THRU	g. RATED MOS.	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (If used)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

PERCENT OF SALARY(EXCLUDES Locality Pay)	% (OR)	AWARD APPROVED BY
AMOUNT \$	(OR)	
QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) TO (Grade/Step)	DATE (YYYYMMDD)	FUND CITE

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include appropriate: *work environment, facilities, and salary*). Position Description is correct. ☐ YES ☐ NO

TO BE USED FOR FOR GS-1 THROUGH GS-7 PERFORMANCE EVALUATION

b. AREAS OF SPECIAL EMPHASIS				
c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER (Optional)	MIDPOINT	LATER (Optional)

PART V - VALUES (Rater)

VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage	BULLET COMMENTS
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RATEE'S NAME (Last, First, Middle Initial)	SOCIAL SECURITY NUMBER	THRU DATE	
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.	
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
Numbers 5 and 6 apply to positions with some supervisory duties			
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis program managing resources <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>			
PART VI - SENIOR RATER (if used) or RATER (no senior rater used)		PART VII - SENIOR RATER (if used)	
OVERALL PERFORMANCE <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">2</div> <div style="border: 1px solid black; padding: 2px;">3</div> <div style="background-color: black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">4</div> <div style="background-color: black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">5</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> SUCCESSFUL FAIR UNSUCCESSFUL (MUST Have Senior Rater Review) </div> <p>A completed DA Form 7223-1 was received with this report</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain) </div>		BULLET COMMENTS (Performance/Potential)	

SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (*Last, First, Middle Initial*)

b. PAY PLAN, SERIES/GRADE

c. ORGANIZATION/INSTALLATION

PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME	POSITION
INTERMEDIATE RATER (<i>Optional</i>)	NAME	POSITION
SENIOR RATER	NAME	POSITION

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period to took

INITIAL	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (<i>If used</i>)	DATE
MIDPOINT						

PART IV - RATEE (*Complete a, b, c below for this rating period*)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

**TO BE USED FOR
ESTABLISHING
GS/KGS-9 AND ABOVE
PERFORMANCE PLAN**

c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

TO BE USED FOR ESTABLISHING GS/KGS-9 AND ABOVE PERFORMANCE PLAN

SIGNATURE AND DATE

PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objectives ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Ratee, in most cases:

TECHNICAL COMPETENCE. Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business--methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

COMMUNICATION. Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

FOR SUPERVISORY POSITIONS ONLY:

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP. Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

PERIOD COVERED (YYYYMMDD)	RATEE'S NAME	SSN
PART VI - PERFORMANCE EVALUATION (Rater)		
<p>a. PERFORMANCE DURING THIS RATING PERIOD</p> <p>Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"><input type="checkbox"/> Excellence 75% or More Obj</div> <div style="text-align: center;"><input type="checkbox"/> Excellence 25-74% Obj</div> <div style="text-align: center;"><input type="checkbox"/> Success All or Excellence 1-24%Obj</div> <div style="text-align: center;"><input type="checkbox"/> Needs Improvement 1 or More Obj</div> <div style="text-align: center;"><input type="checkbox"/> Fails 1 or More Obj</div> </div> <p>Includes Excellence in Org Mgt/Ldshp OR EEO/AA Obj for supv/mgr <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>b. BULLET EXAMPLES</p> <div style="height: 300px; border: 1px solid black;"></div>		
<p>TO BE USED FOR GS-9 THROUGH GS-15 PERFORMANCE EVALUATIONS</p>		
<p>PART VIII - SENIOR RATER (if used) or RATER (no senior rater used)</p>		
<p>PART IX - SENIOR RATER (if used)</p>		
<p>OVERALL PERFORMANCE RATING</p> <div style="display: flex; align-items: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; text-align: center;">1</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; text-align: center;">2</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; text-align: center;">3</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; text-align: center;">4</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px; text-align: center;">5</div> <div style="margin-left: 10px;"> <p style="font-size: 2em;">}</p> <p>SUCCESSFUL</p> <p style="margin-top: 20px;">FAIR</p> <p style="margin-top: 20px;">UNSUCCESSFUL (MUST Have Senior Rater Review)</p> </div> </div>	<p>BULLET COMMENTS (Performance/Potential)</p> <div style="height: 150px; border: 1px solid black;"></div> <p style="margin-top: 20px;">A completed DA Form 7222-1 was received with this report and considered in my evaluation and review:</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain) </div>	

SENIOR SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE
d. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN
f. PERIOD COVERED (YYYYMMDD) FROM THRU	g. RATED MOS. <input type="checkbox"/>	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial)(If used)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

a. SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS - PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD - BONUS (3)		PERCENT OF SALARY (EXCLUDES Locality Pay) % (OR)
RECOMMENDING OFFICIALS		YES	NO	YES	NO	AMOUNT \$
RATER						QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI)
INTERMEDIATE RATER						TO (Grade/Step):
PERFORMANCE REVIEW BOARD						AWARD APPROVED BY
SENIOR RATER						DATE (YYYYMMDD) FUND CITE

PART IV - DUTY DESCRIPTION (Rater)	
DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct:	<input type="checkbox"/> YES <input type="checkbox"/> NO

**TO BE USED FOR GS-9
THROUGH GS-15
PERFORMANCE
EVALUATIONS**

PART V - VALUES (Rater)

VALUES	BULLET COMMENTS
Loyalty Duty Respect Selfless service Honor Integrity Personal courage	

KOREAN EMPLOYEE PERFORMANCE APPRAISAL (USFK REG 690-1) 한국인 직원 근무 성적 평정				DATE 작성일자		
NAME 성명			ORGANIZATION 근무처			
JOB TITLE & GRADE 직책 및 급수						
PERIOD OF APPRAISAL 평정기간			TIME ON PRESENT JOB: 현직 재직 기간		TIME UNDER PRESENT SUPV: 현 감독자와의 근무기간	
FROM:		ANNUAL				년차
		TRIAL PERIOD				시용
TO:		SPECIAL				특별
제 5 항은 영어지식이 자격요건으로 된 자에 한함. 제 6 항은 감독자에 한함.			PERFORMANCE RATING: Indicate rating by an "X" in the appropriate Box below. 평정 해당란에 "X" 표시함.			
			A. Outstanding 우 수 B. Above Average 보통이상 C. Average 보 통		D. Marginal 보통이하 E. Unsatisfactory 불 량	
			A	B	C	D
1. Quantity of Work (Production and timelines) 일의 량 (생산량과 제때에 일을 끝맺기)						
2. Quality of Work (Accuracy, avoidance of errors, etc) 일의 질 (정확성, 실수 제거등)						
3. Cooperation. (Effective relationships) 협조성 (효율적인 대인관계)						
4. Initiative. (Originates improvements) 창의성 (업무향상을 위한 창의성)						
5. English Ability (Consistent with job requirements) 영어실력 (업무수행에 요구되는 수준)						
6. Supervision and Administration. 감독 및 행정능력						
OVERALL RATING 총평 <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> Outstanding 우수 <input type="checkbox"/> Satisfactory 양호 <input type="checkbox"/> Unsatisfactory 불량 </div> <p>NOTE: Narrative justification for outstanding performance rating should be provided on the reverse side of this form. If necessary, use additional paper. A draft of a proposed citation should be attached.</p>						
SUPERVISOR(S) EVALUATION 감독자의 평가						
EMPLOYEE'S COMMENT 직원의 의견						
EMPLOYEE 직원			SIGNATURE 서명		DATE 일자	
FIRST-LINE SUPERVISOR 직속감독			SIGNATURE 서명		DATE 일자	
SECOND-LINE SUPERVISOR 상위감독			SIGNATURE 서명		DATE 일자	
APPROVING OFFICIAL FOR OUTSTANDING RATING 우수근무평정 결재자			SIGNATURE 서명		DATE 일자	

